

72-134

7 JAN 1972

MEMORANDUM FOR: Office of the Director of Central Intelligence

SUBJECT: Revised Personnel Ceiling Allocations for  
1972 and 1973

1. As you are aware, during the past few months we have been negotiating with the Office of Management and Budget on personnel limitations to be imposed in accordance with Presidential directives on cutbacks in numbers and average grade of employees. We have been given considerable relief from the original directives. The personnel ceiling reduction of [ ] to be taken by 30 June 1972 can be taken over a period of 18 rather than 6 months. In other words, 25X1 it must be accomplished by 30 June 1973. More significantly, we have been relieved of the requirement to roll back average grade of employees by .1 in FY 1972 and an additional .1 in FY 1973.

2. We are now at the juncture in the program and budget cycle when plans must be made and actions taken to reach the new and reduced personnel ceilings. Unfortunately, we don't have much flexibility to provide relief. We can, of course, make a more gradual phasing of staff reductions between 1972 and 1973. Your revised ceiling allocations for staff and contract personnel for FY 1972 and FY 1973 are:



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The forthcoming 1973 Congressional budget will be prepared in consonance with the levels provided.

3. A revised staffing complement to reflect the new FY 1973 year-end ceiling should be prepared and submitted to the Office of Personnel not later than 1 April 1972 so that we can begin FY 1973 with a current position structure. The reduced staffing complement must be established at an average grade no higher than currently authorized. Exceptions will be rare indeed and can be considered only when the strongest of justifications is presented. When one activity requires a slight increase, an offsetting reduction in other activities should be planned. You need not prepare a staffing complement based on the revised FY 1972 ceiling, but the level provided will serve as a goal for reduction in on-duty strength to be achieved by 30 June 1972.

4. I believe that escalation of on-duty average grade can be adequately controlled by limiting promotion rates to approximately the same rates experienced last year. You are, therefore, authorized to promote to the extent that Career Service Grade Authorizations will allow or up to 25 percent of the General Service (GS) position strength in your FY 1972 ceiling, whichever is lower.

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L. K. White  
Executive Director-Comptroller

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